

HYPNOTHERAPY TRAINING INSTITUTE

PROGRAMS IN HYPNOSIS AND HYPNOTHERAPY

SCHOOL CATALOG EFFECTIVE JANUARY 1 - DECEMBER 31, 2012

HYPNOTHERAPY TRAINING INSTITUTE
RANDAL CHURCHILL, Director

Administration and mailing address:
4730 Alta Vista Ave., Santa Rosa, CA 95404
phone: 707/579-9023
email: info@hypnoschool.com
website: hypnoschool.com

Classes:
Best Western Corte Madera Inn
56 Madera Blvd., Corte Madera, CA

The Hypnotherapy Training Institute, a private institution, has been granted institutional approval from the Bureau for Private Postsecondary Education. The Bureau's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary education institutions. Institutional approval must be reapproved every four years and is subject to continuing review. Approved are the courses:

HYPNOTISM TRAINING - 50 total hours

PROFESSIONAL HYPNOTISM - 50 total hours

(Prerequisite - completion of Hypnotism Training program)

HYPNOTHERAPY - 50 total hours

(Prerequisite - completion of Professional Hypnotism program)

ADVANCED HYPNOTHERAPY - 50 total hours

(Prerequisite - completion of Hypnotherapy program)

Instruction is in residence, plus homework, with facility occupancy level accommodating 40 persons at any one time; or up to 70 when we have the expanded room size of the combined Terrace East-West room. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

HTI does not provide housing. We provide information regarding accommodations, including at the Inn where the classes are held and other options, some of which are within walking distance.

This school currently does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact.

HTI does not have a pending petition in bankruptcy, nor has ever operated as a debtor in possession nor filed a petition, nor has ever had a petition in bankruptcy filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet, which must be provided to you prior to signing an enrollment agreement.

All information in the content of this school catalog is current and correct and is so certified as true by Randal Churchill.

Randal Churchill, Director

MISSION STATEMENT

Hypnotherapy can be an extraordinarily powerful and effective tool for personal growth and healing. Personal healing helps facilitate planetary healing. Our mission:

To provide comprehensive training with high standards for excellence in the field of hypnotherapy, for use as a primary career and as an adjunct to all other professions in the healing arts;

To provide comprehensive training for self-empowerment and personal growth for oneself and friends;

To graduate well-trained hypnotherapists, professionals and researchers who can use hypnosis with profound impact in their work;

To provide the highest level of instruction centered in compassion, service & sincerity;

To assist in the development of inner healing capabilities for our students and their work with others, which will help promote planetary healing;

To encourage high standards of comprehensive training in the field of hypnotherapy.

THE VALUE OF PROFESSIONAL TRAINING

The Hypnotherapy Training Institute offers no formal placement to its graduates. The training available can be valuable assistance for entering hypnotism as a profession or enhancing a professional practice in the healing arts and counseling professions.

1) *Training in professional hypnotism*

The way to develop a hypnotherapy career is to develop one's own practice. Hypnotherapy is not a profession in which persons find salaried employment positions. The Dictionary of Occupational Titles (D.O.T.) is a reference manual published by the U.S. Department of Labor. The D.O.T. defines and assigns numbers to occupations. The structure of courses taught at HTI have been designed to train the student to become qualified as a Hypnotherapist within the meaning of the D.O.T. definition. In the current (4th) edition appears:

070.157.010 - HYPNOTHERAPIST

Alternate Title: Master Hypnotist or Hypnotist

"Hypnotherapist: induces hypnotic state in client to increase motivation or alter behavior pattern through hypnosis. Consults with client to determine the nature of problem. Prepares client to enter hypnotic states by explaining how hypnosis works and what client will experience. Tests subjects to determine degrees of physical and emotional suggestibility. Induces hypnotic state in client, using individualized methods and techniques based on interpretations of test results and analysis of client's problem. May train client in self-hypnosis conditioning."

2) *Training for professionals in the healing and counseling arts*

Many members of the professions which offer psychological therapy or personal counseling such as Clinical Psychologists, Marriage, Family Therapists and Social Workers will find the Institute a valuable adjunct to their therapeutic specialty. The courses are more than theoretical, and they are taught by an instructor with many years of experience in hypnotism as a profession.

The Institute's training is also useful to other licensed members of the healing arts - physicians, dentists, chiropractors, physical therapists, etc. While they are not legally required to have any formal training in hypnosis in order to practice it in their professions, many of them naturally want such training. Unfortunately, very few receive it as a part of their regular professional schooling, especially courses which supplement theory with practical training by experienced hypnotherapists. HTI is a Provider approved by the California Board of Behavioral Sciences, Provider number PCE 1591 for the 30 CEUs required biannually. HTI is also approved by the California Board of Registered Nursing, Provider No. CEP 13994, for the 30 contact hours required biannually.

FACULTY

RANDAL CHURCHILL, Certified Clinical Hypnotherapist and State Approved Hypnotherapy Instructor, began his practice in 1969. He began training professionals in 1978, and is the founder of HTI. He is a graduate of Sonoma State University, with a degree in Psychology with honors. He completed his most recent term as President of the American Council of Hypnotist Examiners in January 2012, and author of several major books in the field.

CHERYL CANFIELD has been a Certified Clinical Hypnotherapist and Wellness Counselor since 1993, and is author of the award-winning book, *Profound Healing*. She is the editor of several major hypnotherapy texts and managing editor of the A.C.H.E. monthly newsletters.

Marleen Mulder is now doing only very limited teaching, and may or may not be available to teach during the current period. A Certified Clinical Hypnotherapist and State Approved Hypnotherapy Instructor, she joined the faculty of HTI in 1980. She was educated in the

Netherlands at the University of Groningen Medical School and a newly developed teachers college, Ubbo Emmius, Groningen.

Our faculty members have taught hypnotherapy to professionals at various conferences and schools. They are each internationally known for a variety of comprehensive hypnotherapy skills. Other instructors with many years of experience and strong teaching skills are carefully selected to teach portions of our curriculum.

FACILITIES

The facilities are divided into administration location and class location (addresses on page 1). Visits are only at the class location, by appointment only. Class location is in a fully carpeted meeting room of the Best Western Corte Madera Inn in Corte Madera, CA. The Inn is conveniently located less than a block from a Highway 101 exit and entrance. It is a modern inn, with ample free parking, restrooms, and lobby and grounds available to students. Many restaurants and stores are conveniently located within walking distance. Audiovisual aids, including video equipment, are sometimes utilized during class to enhance student skills and develop student experience. This institution, the facilities it occupies and the equipment it utilizes fully comply with all federal, state and local ordinances and regulations, including those requirements as to fire safety, building safety and health.

Learning resources include a selection of books, CDs and DVDs available for purchase in class on selected days for the option to develop the student's own professional library.

PREVIOUS EDUCATION AND CREDIT TRANSFER

While most of our students are college graduates, the minimum admission requirement is a high school diploma or its equivalent. Students can transfer up to a total of 100 hours of credit for hypnotherapy courses satisfactorily completed from a state-licensed school approved by the American Council of Hypnotist Examiners. There is no charge for the transfer. The student records will reflect any such action taken. We do not have a credit transfer agreement with any other school.

ENROLLMENT

A prospective student may enroll by arrangement in person or by mailing payment by check, money order, or Visa or MasterCard of either the full amount of the course or \$300 deposit for a weekend class, or \$750 deposit for the accelerated program. You may also enroll via the secure sign-up page of our website, or by phone, fax or email. The balance is due the first day of class.

FINANCIAL AIDS

There is no financial aid program available directly from HTI. Some students are able to find financial aid through third party payers.

VISAS FOR FOREIGN STUDENTS

We suggest that our students from other countries come on a visitor's or tourist visa, rather than a student visa. Our program is short enough that it normally works to be able to take the training within that period. We recommend that you talk to someone who has traveled recently from your country and ask what is advisable. Requirements keep changing.

STUDENT CONDUCT

At the discretion of the Director, a student may be dismissed from the school if it is determined that he/she lacks the emotional maturity, ethics or responsibility necessary to properly use the subject matter; or for disobedient or disrespectful behavior to another student or faculty member, including using recording equipment or having a cell phone on during class; being intoxicated in class; or for excessive tardiness or absence; or any other stated or determined

infraction of conduct.

STUDENT RECORDS

State law requires this educational institution to permanently maintain records of courses completed and grades and diplomas earned. All other student and school records will be maintained for at least 5 years.

LANGUAGE OF CURRICULUM

All instruction is presented in English with the requirement that all students be fluent in English. Suitability of the prospective student's understanding of English is evaluated during pre-enrollment communication with the staff. The Hypnotherapy Training Institute does not provide English-as-a-second-language instruction.

CALENDAR INSTRUCTION HOURS

OFFICE HOURS: 9:00AM-6:00PM, Pacific Time, Monday-Friday.

CLASS SCHEDULES: We have two weekend programs each year, which meet entirely or almost entirely on weekends. We have two accelerated program each year, which meet five days per week. Consult current class schedule for specific dates. HTI is closed on all legal Holidays.

COURSE WITHDRAWAL AND TUITION REFUND POLICY

Student's Right to Cancel: The student has a right to cancel this enrollment agreement and obtain a refund as described below, by mailing written notice to Hypnotherapy Training Institute, 4730 Alta Vista Avenue, Santa Rosa, CA 95404 or delivering to Randal Churchill, Director during class or a break at class.

Refund Policy: The student has a right to a full refund of all deposit and tuition charges, minus the nonrefundable \$250 registration fee, of charges paid through attendance at the first class session. The amount retained for the registration fee is \$250 per course level.

In addition, the student may withdraw from the course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if notice is given before the fourth day of instruction. The pro rata calculation is made from the time at which the notice is received. For example, if the student paid \$950 tuition and withdraws between the third and fourth class days, the student would receive a refund of \$280.

\$950	-	\$250	x	<u>2 days of instruction paid for, but after withdrawal</u>	=	\$280
amount paid		registration		5 days of instruction for		refund
for instruction				which the student has paid		amount

The school will also refund money collected for sending to a third party on the student's behalf. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be mailed within 10 business days, to the source that made the payments. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

The refund policy is also stated in the enrollment agreement.

PROGRESS SYSTEM AND ATTENDANCE & GRADUATION REQUIREMENTS

Absences and tardiness will be recorded. Students failing to maintain satisfactory attendance or promptness will be counseled by a teacher, and if necessary, by the Director. If attendance fails to become satisfactory, the Director acting at his discretion, may dismiss a student. Readmittance may be permitted in some cases if the cause for unsatisfactory attendance has been corrected.

Make-up work must be arranged by the student with the instructor.

Leave of absence requests are to be submitted to the Director as soon as possible. Requests will be honored if appropriate and enough advance notice.

No alpha grading system is used. Each program is Credit/No Credit. Due to the nature of the program, students can experience periodic feedback from the teacher and other students. A student may discuss his or her progress with the instructor at any time.

Before the conclusion of the Hypnotherapy program, a credit/no credit examination will be administered, including written and practical demonstration. Upon successful completion, the student is awarded a diploma as Master Hypnotist. Upon successful completion of the Advanced Hypnotherapy program, the student is awarded a diploma as Hypnotherapist. Also he/she is eligible to apply to become Certified by the American Council of Hypnotist Examiners at the Hypnotherapist level upon successful completion of the Advanced Hypnotherapy class.

CURRICULUM

Occupational objective:

HYPNOTISM TRAINING: 50 class hours of lecture, demonstration, practice and homework.

PROFESSIONAL HYPNOTISM: 50 class hours of lecture, demonstration, practice and homework.

HYPNOTHERAPY: 50 class hours of lecture, demonstration, practice and homework.

ADVANCED HYPNOTHERAPY: 50 class hours of lecture, demonstration, practice and homework.

In addition, private tutoring to augment any of these programs is available with HTI faculty member Cheryl Canfield by special arrangement, at her hourly rate.

Class texts may be purchased in class. *Regarding the tax charged when buying texts at our school, the CA tax rate for Corte Madera dropped from 9% to 8% as of 7/1/11. This costs below reflect this change. Tax rates are subject to change without notice.*

HYPNOTISM TRAINING PROGRAM

50 Total Hours

This is an introductory program in hypnosis and hypnotherapy consisting of 50 hours of instruction and homework. It can be used towards preparing for a career in the field of hypnotherapy, to add skills for another career in the helping professions, and/or for personal growth. The class consists of lectures, group hypnosis processes, demonstrations and practice. The learning process includes experiential ways of understanding hypnosis through the group hypnosis processes and practice sessions. Homework includes reading assignments, some written work, and the practice of hypnosis skills in hetero-hypnosis and self-hypnosis.

The course includes an overview of the field and a variety of induction and suggestion techniques and styles. There is an in-depth exploration of self-hypnosis techniques. Therapy methods for smoking cessation and weight reduction are emphasized as common examples of uses for hypnosis. The course is designed for the student to develop a broad understanding of hypnosis and its value, and begin to develop induction, suggestion and other session management skills through practice. (See agenda for more details.)

Assessment methods: This course is about using one's understanding of hypnosis and hypnotherapy to begin to develop skills as a hypnotherapist. This is demonstrated primarily during the in-class practice sessions. During practice sessions, the students are observed by the instructor, and may be observed on occasion by a support hypnotherapist as well (an HTI graduate will sometimes be in class to offer support). The instructor will discuss the practice sessions with the support person when present and may sometimes get feedback from students about experiences as a recipient of a practice session, and will communicate to any applicable students if there needs to be significant improvement. The instructor may at times give positive

feedback and suggestions for more subtle improvement as well. When the instructor during practice sessions is Cheryl Canfield, then she will also give reports about the practice sessions to HTI Director Randal Churchill.

In addition, post-hypnotic suggestion skills are partially determined by the homework assignment of the sample auto-suggestion, which is to be shown to Cheryl or Randal, who will give suggestions for improvement as needed. HTI uses a credit/no credit grading system. Randal and/or Cheryl will communicate to the student if improvement has been insufficient. With sufficient improvement, the student will be able to satisfactorily complete the course, and as applicable, continue on to the next course.

Fees:

Registration \$250.00

Tuition 700.00

STRF (if applicable) 2.50

Books (if applicable) 67.94 Including discounts and taxes. (You are required to complete reading assignments but not required to buy books from HTI.)

Total Course Cost \$1020.44 (Total amount may be less if STRF doesn't apply and/or if books are not purchased from HTI.)

PROFESSIONAL HYPNOTISM PROGRAM

50 Total Hours

Prerequisite - Hypnotism Training Program

This is an intermediate program in hypnosis and hypnotherapy, to develop further understanding and skills. It can be used towards preparing for a career in the field of hypnotherapy, to add skills for another career in the helping professions, and/or for personal growth. The class consists of lectures, group hypnosis processes, demonstrations and practice. The learning process includes experiential ways of understanding hypnosis through the group hypnosis processes and practice sessions. Homework includes reading assignments, hypnosis and hypnotherapy processes, and some self-hypnosis.

The course includes an emphasis of methods for pain relief, fears and phobias. There is an introduction to NLP and an overview of various legal issues. The course is designed for the student to continue to develop a broad understanding of hypnosis and its value, and includes an emphasis on developing hypnosis management skills through practice. (See agenda for more details.)

Assessment methods: This course is about further development of hypnotherapy skills, including the pre-induction interview, rapport building, suggestibility testing, inductions and deepening, post-hypnotic suggestions, awakening, and post-hypnotic discussion. This is demonstrated primarily during the in-class practice sessions. During practice sessions, the students are observed by the instructor, and may be observed on occasion by a support hypnotherapist as well. The instructor may discuss the student's performance with a support hypnotherapist and/or with a student who has been the recipient or observer of a practice session of the student. The instructor will give feedback to the student after some of the practice sessions, and communicate to applicable students if there needs to be significant improvement. When the instructor during practice sessions is Cheryl or Lyn, then that instructor will also give reports about the practice sessions to Randal.

Randal and/or Cheryl will communicate to the student if improvement has been insufficient. With sufficient improvement, the student will be able to satisfactorily complete the course, and as applicable, continue on to the next course.

Fees:

Registration \$250.00

Tuition 700.00

STRF (if applicable) 2.50

Book (if applicable) 53.95 Including discount and tax. (You are required to complete reading assignments but not required to buy books from HTI.)

Total Course Cost \$1006.45 (Total amount may be less if STRF doesn't apply and/or if book is not purchased from HTI.)

HYPNOTHERAPY PROGRAM

50 Total Hours

Prerequisite - Professional Hypnotism Program

This is an advanced course with a strong emphasis on live therapy demonstrations. It can be used towards preparing for a career in the field of hypnotherapy, to add skills for another career in the helping professions, and/or for personal growth. The class gives the student an extension in the scope of his/her hypnotherapy skills, and consists of lectures, group hypnosis processes, demonstrations and practice.

We explore a wide range of regression strategies, ranging from detached to emotional clearing, integrating various modalities when appropriate, including protective ideomotor methods, the affect bridge, Gestalt, inner child work, and hypnoanalysis. Our expertise is shared in working with recovered memories and avoiding false memories. We go into further depth with therapy for addictions and health issues, and explore Hypnotic Dreamwork™, ideomotor methods for memory recall, and crossroads therapy.

As with the other courses, the subject matter is carefully augmented by supervised practice. Aspects of developing a practice covered in this level include disclosures, insurance coverage, insurance reimbursement, business licenses, fictitious business names, resale licenses, trademarks, and further legal issues. The course is designed for the student to learn a greater range of hypnotherapy methods, with an emphasis on developing exploratory skills. Homework includes reading assignments, hypnotherapy processes, and some self-hypnosis. (See agenda for more details.)

Assessment methods: This course is about the development of more advanced hypnotherapy skills, including working with health issues, dreamwork, addictions, some forms of regression, and ideomotor methods for memory retrieval. This is demonstrated primarily during the in-class practice sessions. During practice sessions, the students are observed by the instructor, and may be observed on occasion by a support hypnotherapist as well. The instructor will discuss the practice sessions with the support person when present and may sometimes get feedback from students about experiences as a recipient of a practice session. The instructor may give feedback to the student after some of the practice sessions, and will communicate to applicable students if there needs to be significant improvement. When the instructor during practice sessions is other than the Director, then that instructor will also give reports about the practice sessions to Randal. Randal and/or Cheryl will communicate to the student if he or she needs further improvement to satisfactorily complete the course.

In addition, there is a two-part examination, written and practical demonstration. The student needs at least 70% of the written portion to pass. The student needs to show at least moderate proficiency for various aspects of session management to pass the practical demonstration. If the written and/or practical portion is not passed, it may be taken again. A Master Hypnotist diploma is awarded after the successful conclusion of this course.

Fees:

Registration	\$250.00
Tuition	700.00
STRF (if applicable)	2.50
Book (if applicable)	<u>43.15</u> Including discount and tax. (You are required to complete reading assignments but not required to buy books from HTI.)

Total Course Cost \$995.65 (Total amount may be less if STRF doesn't apply and/or if book is not purchased from HTI.)

ADVANCED HYPNOTHERAPY PROGRAM

50 Total Hours

Prerequisite - Hypnotherapy Program

Like the Hypnotherapy Program, this advanced course emphasizes live demonstrations, including comprehensive regression. The course is designed for students to deepen their understanding and competence in using advanced hypnotherapy methods, with an emphasis on exploratory skills. It can be used towards preparing for a career in the field of hypnotherapy, to add skills for another career in the helping professions, and/or for personal growth. The class consists of lectures, group hypnosis processes, demonstrations and practice.

The course includes advanced ideomotor uncovering techniques, hypno-healing methods, future envisioning, transformational goal setting, medical hypnotherapy, and the Emotional Balancing Process which is based on EFT. Various practice sessions lend further support for the student to access a wealth of options as a hypnotherapist. A wide range of business and marketing strategies are explored. Homework includes reading assignments, hypnotherapy processes, and some self-hypnosis. (See agenda for more details.)

Assessment methods: This course is about the development of further advanced hypnotherapy skills, including working with envisioning the future, transformational goal setting, the Emotional Balancing Process, hypno-healing, detached regression to challenging experiences, helping clients to make peace, and ideomotor methods for discovery of underlying issues. This is demonstrated primarily during the in-class practice sessions. During practice sessions, the students are observed by the instructor, and may be observed on occasion by a support hypnotherapist as well. The instructor will discuss the practice sessions with the support person when present and may sometimes get feedback from students about experiences as a recipient of a practice session. The instructor may give feedback to the student after some of the practice sessions, and will communicate to applicable students if there needs to be significant improvement. When the instructor during practice sessions is Cheryl or another instructor, then that instructor will also give reports about the practice sessions to Randal.

Randal and/or Cheryl will communicate to the student if improvement has been insufficient. With sufficient improvement, the student will be able to satisfactorily complete the course. A Hypnotherapist diploma is awarded upon the successful conclusion of this course.

Fees:

Registration \$250.00

Tuition 700.00

STRF (if applicable) 2.50

Book (if applicable) 53.95 Including discount and tax. (You are required to complete reading assignments but not required to buy books from HTI.)

Total Course Cost \$1006.45 (Total amount may be less if STRF doesn't apply and/or if book is not purchased from HTI.)

Maximum total cost of all four courses, including books and STRF: \$4028.99.

STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The fund exists to relieve or mitigate pecuniary losses suffered by a California resident who is or was a student of a qualifying institution, if the student enrolled in an the institution, prepaid tuition, paid the assessment, and suffered loss. A student seeking reimbursement under the Fund shall file a written application on the Bureau's Student Tuition Recovery Fund Application Form (STRF App Rev. 2/10) available from the BPPE.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Hypnotherapy Training Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits you earn in Professional Hypnotism is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Hypnotherapy Training Institute to determine if your credits will transfer.

Our intention is to do our best to have supportive, safe, fair and comfortable classes. If a student has a concern, we encourage discussing it with the appropriate instructor. If that is not resolved sufficiently, we request that the student discuss it with Director Randal Churchill. A student or a member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site <http://www.bppe.ca.gov/>.

If you have any questions about this catalog, please ask Director Randal Churchill or Office Manager Pat Stone. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Dr., Ste 400, Sacramento, CA 95833, <http://www.bppe.ca.gov/>, 916-431-6959 or 916-263-1897 (fax).